



# *Memorandum*

**TO:** Historic Landmarks Commission **FROM:** Courtney Damkroger

**SUBJECT:** HLC 2004-2005 WORK PLAN **DATE:** October 21, 2004

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## **BACKGROUND**

At the September 24, 2004 retreat the Historic Landmarks Commission reviewed the 2003-2004 HLC/Planning Work Plan and discussed which items had been completed and which remained outstanding. A number of items such as City Council adoption of the Conservation Area and Historic Preservation Permit Amendment and Adjustment ordinances were completed. The HLC confirmed outstanding items to carry forward and discussed new work items for the 2004-2005 year.

## **ANALYSIS**

There are more items on the work plan than the historic preservation planning team will be able to address. Recognizing that, the HLC prioritized some work items such as continued development of the Historic Resource Inventory through survey work with an emphasis on pursuing Phase II of the Japantown Survey and the work needed to nominate the proposed historic district from the East Downtown Frame Historic Resources Survey as a local historic district. The Commission also suggested holding a Spring 2005 half-day retreat and reexamination of the committee structure.

## **RECOMMENDATION**

Planning staff recommends that the Historic Landmarks Commission approve the 2004-2005 HLC/Planning Work Plan developed at the September 24, 2004 Commission retreat.

Courtney Damkroger  
Historic Preservation Officer

Attachments: 2004-2005 HLC Work Plan